

2020-2021 PEC COURSE SCHEDULE

BUSINESS MANAGEMENT COURSES FOR ELECTRICIANS



Looking to enhance your business skills as an Electrical Contractor?

These courses were designed to provide the technically trained Electrician with a custom education to become a well informed Electrical Contractor.

ACCOUNTING PRINCIPLES

DESIGNATION:

**This is a required course for Master Electricians wanting to obtain Professional status as a PEC (Professional Electrical Contractor)*

Delivery: Online
15 hrs

This course will introduce you to the common terms and concepts used in accounting, along with showing you how to use accounting tools to attain goals, analyze your business, and create strategies for future growth. The goal is to develop awareness of how to read financial reports to understand your companies financial position. You will learn practical skills to help you develop, interpret and use financial information, identify problems and opportunities, and focus your resources toward a successful electrical contracting business.

COURSE FEE:

PEC STUDENT \$300
ECAA MEMBER \$350
NON MEMBER \$375
PEC REFRESHER \$60

COURSE SCHEDULE

2020 November 5th & 6th	2021 March 25th & 26th	2021 November 4th & 5th
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BUSINESS & PUBLIC RELATIONS

DESIGNATION:

**This is a required course for Master Electricians wanting to obtain Professional status as a PEC (Professional Electrical Contractor)*

Delivery: To be Confirmed
15 hrs

Learn proven management concepts in the areas of managing business strategy, direction for improved performance, credit and collections, time management, managing required human resources concepts, business promotion and public relations, selling and customer service focused business. This will immediately begin improving the performance and profitability of your electrical contracting business.

COURSE FEE:

PEC STUDENT \$300
ECAA MEMBER \$350
NON MEMBER \$375
PEC REFRESHER \$60

COURSE SCHEDULE

2020 October 15th & 16th CALGARY	2021 February 25th & 26th EDMONTON	2021 September 23rd & 24th CALGARY
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ELECTRICAL PROJECT MANAGEMENT

DESIGNATION:

**This is a required course for Master Electricians wanting to obtain Professional status as a PEC (Professional Electrical Contractor)*

Delivery: Online
15 hrs

Once given a successful bid package, you will develop an awareness of how to apply ten project management knowledge areas and five processes to derive a project charter and project schedule. From here you will then learn how to manage the project to successful commissioning and close out.

COURSE FEE:

PEC STUDENT \$300
ECAA MEMBER \$350
NON MEMBER \$375
PEC REFRESHER \$60

COURSE SCHEDULE

2020
October 7th & 8th

2021
April 14th & 15th

2021
October 20th & 21st

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ESTIMATING & FINALIZING THE TENDER

DESIGNATION:

**This is a required course for Master Electricians wanting to obtain Professional status as a PEC (Professional Electrical Contractor)*

Delivery: In Class
22.5 hrs

This 3-day course will cover types of estimates, organizing the estimate, labor units, computer estimating and finalizing the tender. Goals of this course include how to do an estimate using a set of drawings and specs applying take off terms and procedures to finalize and submit tender documents and develop an estimate in a format that can be used as a Project Management tool.

COURSE FEE:

PEC STUDENT \$450
ECAA MEMBER \$475
NON MEMBER \$500
PEC REFRESHER \$90

COURSE SCHEDULE

2020
October 1st, 2nd & 3rd
CALGARY

2021
March 4th, 5th & 6th
EDMONTON

2021
October 7th, 8th & 9th
CALGARY

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LEGAL IMPLICATIONS

DESIGNATION:

**This is a required course for Master Electricians wanting to obtain Professional status as a PEC (Professional Electrical Contractor)*

Delivery: Online
15 hrs

This course will increase your awareness and understanding of legal issues and pitfalls common to electrical contractors. The course will also address incorporation, income tax and GST, construction contracts, subcontracts and liability thereunder as well as how to ensure payment for your work - including remedies available under The Builders' Lien Act.

COURSE FEE:

PEC STUDENT \$300
ECAA MEMBER \$350
NON MEMBER \$375
PEC REFRESHER \$60

COURSE SCHEDULE

2020	2021	2021
October 22nd & 23rd	February 4th & 5th	September 2nd & 3rd

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SAFETY PRINCIPLES

DESIGNATION:

**This is a required course for Master Electricians wanting to obtain Professional status as a PEC (Professional Electrical Contractor)*

Delivery: Online
15 hrs

Legislation recognizes a PEC as an "Employer". This course lays the groundwork to develop a successful safety program, and mitigate additional employer risk. We'll learn to identify common gaps found in safety systems, simple ways to interpret legislation, and many other valuable tools including: OH&S Obligations (Employer & Worker); Employee Competency; WCB Expectations; Claims Management Strategies; CSA Z463 & Z462.

COURSE FEE:

PEC STUDENT \$300
ECAA MEMBER \$350
NON MEMBER \$375
PEC REFRESHER \$60

COURSE SCHEDULE

2020	2021	2021
September 24th & 25th	April 22nd & 23rd	November 18th & 19th

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BASIC ELECTRICAL ESTIMATING (BEE)

DESIGNATION:

This course is not a required course in obtaining your PEC designation.

Delivery: In class
15 hrs

COURSE FEE:

PEC STUDENT \$300
ECAA MEMBER \$350
NON MEMBER \$375
PEC REFRESHER \$60

For small contractors who are not ready to make the investment in a computerized estimating system.

Designed to teach new contractors the fundamentals of preparing an electrical estimate using the Elemental Format hands-on. The course will address material take-off, pricing of materials, labouring of materials using the NECA Manual of Labour Units, labour costs, special overheads, general overheads and profit/contingencies.

COURSE SCHEDULE

2020 September 23rd & 24th Edmonton REGISTER HERE	2021 March 18th & 19th Calgary REGISTER HERE	2021 September 16th & 17th Edmonton REGISTER HERE
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ECAA

17725 103 AVENUE
EDMONTON, AB T5S 1N8
TOLL FREE: 1.800.252.9375
LOCAL EDM: 780.451.2412
PECPROGRAM.CA
ECAA.AB.CA

The sole purpose of the program is to provide Electricians with the opportunity, through a customized design education, to become a well informed electrical contractor.

What is a Professional Electrical Contractor? A Master Electrician who has successfully completed the approved Business courses, a program which is legislated under the Professional electrical Contractor & Master Electrician Regulations.

Who is Eligible to obtain this Professional Designation? Any Alberta Master Electrician who is eligible to take out permits for Electrical Contractors, whether or not they are Association Members. You must be a Certified Master Electrician to become a Professional Electrical Contractor.

**PEC Courses are approved for credit towards Blue & Gold Seal Accreditations.*